

Utah Department of Health, Bureau of Child Care Licensing  
**Child Care Center Annual Announced Inspection Form – General Center Inspection Items**

**Center Name:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Address:** \_\_\_\_\_

**Director (or Designee):** \_\_\_\_\_ **Licensed Capacity:** \_\_\_\_\_

**Licensing Specialist(s):** \_\_\_\_\_

**Start Time:** \_\_\_\_\_ **am / pm**    **End Time:** \_\_\_\_\_ **am / pm**    **# of Classrooms:** \_\_\_\_\_

GENERAL INDOOR INSPECTION ITEMS		C	NC	N / A	Level
<b>Posted / Entry Area Items</b>					
1.	Is a copy of the license posted in a place readily visible to the public? (Observe.) 2-10(2)				3
2.	Is a copy of the Department's child care guide posted in the center where parents can see it? (Observe.) 100-13(1)				3
3.	Is the current week's menu posted in the center where parents can see it? (Observe.) 100-15(1)(d)				3
4.	If the provider is not participating in good standing in the CACFP, is the posted menu approved as required in 100-15(1)(b)? (Observe.) 100-15(1)(b)				2, 3
5.	Are the center's street address and emergency numbers, including ambulance, fire, police, and poison control, posted near each telephone in the center? (Observe.) 100-10(1)				2
6.	What are your sign-in and sign-out procedures? (Each child must be signed in and out by the person dropping off or picking up, including date and time. Persons signing children in and out must use identifiers. Photo ID is required if an unknown person picks a child up.) (Observe.) 100-13(3)(a)-(c)				1, 2
7.	Do parents have access to the center, and to their child's classroom, any time their child is in care? 100-13(2)				2
<b>General Indoor Environment</b>		<b>C</b>	<b>NC</b>	<b>N / A</b>	<b>Level</b>
8.	Is there peeling, flaking, chalking, or failing paint anywhere in the building or on the playground? If yes, was the structure built before 1978? If yes, there must be documentation of testing that shows the paint is not lead-based. (Observe, ask if failing paint is observed.) 100-4(1)				1, 2
9.	Is the facility free of insects, rodents, and other vermin? 100-5(3)				2, 3
10.	Does the facility have a working telephone? 100-8(9)				1, 3
<b>Children's Restrooms</b>		<b>C</b>	<b>NC</b>	<b>N / A</b>	<b>Level</b>
11.	Is there one working toilet and one working sink for every fifteen children in the center, excluding diapered children? (Observe.) 100-4(2)				1, 2
12.	How do you ensure that school age children have privacy when using the bathroom? 100-4(3)				1, 2
13.	Are restrooms clean and sanitary? (Observe.) 100-5(1)				2, 3
14.	Are bathroom surfaces, including toilets, sinks, faucets, and counters cleaned and sanitized daily? (Observe and ask.) 100-5(2)				1, 2
15.	Is hot water accessible to children at or below 120 degrees? (Observe.) 100-12(7)				1, 2
16.	Are only single use towels from a covered dispenser or an electric hand-drying device used to dry hands after handwashing? (Observe.) 100-16(3)				3
17.	Is toilet paper accessible to children, and kept on a dispenser? (Observe.) 100-16(4)				2, 3
18.	Are handwashing procedures posted at each handwashing sink, and followed? (Observe.) 100-16(5)				3
19.	Safety Hazards: Is the restroom free of tripping hazards such as unsecured flooring or cords? (Observe.) 100-12(2)				2, 3

GENERAL INDOOR INSPECTION ITEMS		C	NC	N / A	Level
20.	Is the room free of unstable heavy equipment, furniture, or other items that children could pull down on themselves? (Observe.) 100-12(3)				1
21.	Are the following items inaccessible to children? (Observe all.) Firearms, ammunition, and other weapons? 100-12(4)(a)				1
22.	Tobacco, alcohol, illegal substances, and sexually explicit material? 100-12(4)(b)				1, 2
23.	When in use, portable space heaters? 100-12(4)(c)				1
24.	Toxic or hazardous chemicals such as cleaners, insecticides, lawn products, and flammable materials? 100-12(4)(d)				1
25.	Poisonous plants? 100-12(4)(e)				2
26.	Matches or cigarette lighters? 100-12(4)(f)				1
27.	Open flames? 100-12(4)(g)				1, 2
28.	Sharp objects, edges, corners, or points which could cut or puncture skin? 100-12(4)(h)				1
29.	For children age 4 and under, strings and cords long enough to encircle a child's neck, such as those found on pull toys, window blinds, or drapery cords? 100-12(4)(i)				1, 2
30.	For children age 4 and under, plastic bags large enough for a child's head to fit inside, latex gloves, and balloons? 100-12(4)(j)				1
31.	For children under age 3, toys or other items with a diameter of less than 1-1/4" and a length of less than 2-1/4", or objects with removable parts that have a diameter of less than 1-1/4" and a length of less than 2-1/4"? 100-12(4)(k)				1
32.	Are any toxic or hazardous chemicals stored in a container labeled with its contents? (Observe.) 100-12(5)				1
33.	Do electrical outlets and surge protectors accessible to children age 4 and younger have protective caps or safety devices when not in use? (Observe.) 100-12(6)				2
<b>First Aid &amp; Body Fluid Kits</b>		<b>C</b>	<b>NC</b>	<b>N / A</b>	<b>Level</b>
34.	Does the center have at least one readily available first aid kit, and a second first aid kit if they take children on field trips? (Observe. The 2 <sup>nd</sup> kit can be in a vehicle for #112 below.) 100-10(3)				3
35.	Does the first aid kit include disposable gloves? (Observe.) 100-10(3)(a)				3
36.	Does the first aid kit include assorted sizes of bandaids? (Observe.) 100-10(3)(b)				3
37.	Does the first aid kit include a gauze roll and pads? (Observe.) 100-10(3)(c)				3
38.	Does the first aid kit include adhesive tape? (Observe.) 100-10(3)(d)				3
39.	Does the first aid kit include antiseptic or a topical antibiotic? (Observe.) 100-10(3)(e)				3
40.	Does the first aid kit include tweezers? (Observe.) 100-10(3)(f)				3
41.	Does the first aid kit include scissors? (Observe.) 100-10(3)(g)				3
42.	Is the first aid kit in a closed container, readily accessible to staff but inaccessible to children? (Observe.) 100-10(4)				2, 3
43.	Does the center have a portable body fluid clean up kit, and is the kit restocked as needed? (Observe and ask.) 100-16(19)				2, 3
<b>Food Service &amp; Kitchen</b>		<b>C</b>	<b>NC</b>	<b>N / A</b>	<b>Level</b>
44.	Is the kitchen clean and sanitary, except for normal daily food preparation in progress? (Observe.) 100-5(1)				2, 3
45.	Is there any evidence of insects, rodents, or other vermin in the shared areas of the center? (Observe.) 100-5(3)				2, 3
46.	Is children's food served on dishes, napkins, or sanitary high chair trays, except for individual serving size items, such as crackers, if they are placed directly in the children's hands? (Observe.) 100-15(3)				3
47.	If there are any children in care with food allergies or sensitivities, is a list of these allergies or sensitivities posted in the food preparation area? (Observe and ask.) 100-15(4)				1
48.	Is food and drink brought in by parents for an individual child's use labeled with the child's name, and refrigerated if needed? (Observe and ask.) 100-15(5)				3

GENERAL INDOOR INSPECTION ITEMS		C	NC	N / A	Level
49.	Are all refrigerated medications stored in a covered container with a tight fitting lid? (Observe.) 100-17(3)				1, 2
<b>Medications</b> (N/A for this section if the center does not administer medications.)		<b>C</b>	<b>NC</b>	<b>N / A</b>	<b>Level</b>
50.	Are all over-the-counter and prescription medications: Labeled with the child's name? (Observe.) 100-17(2)(a)				2
51.	Kept in the original or pharmacy container? (Observe.) 100-17(2)(b)				1
52.	Have the original label? (Observe.) 100-17(2)(c)				1
53.	Have child-safety caps? (Observe.) 100-17(2)(d)				2
54.	Are all non-refrigerated medications inaccessible to children and stored in a container or area that is locked, such as a locked room, cupboard, drawer, or a lockbox? (Observe.) 100-17(3)				1, 2
55.	Are there any medications at the center for children who are no longer enrolled? (Observe and ask.) 100-17(9)				3
GENERAL OUTDOOR INSPECTION ITEMS		C	NC	N / A	Level
<b>General</b>					
56.	Is the outdoor play area free of dangerous insects, rodents, and other vermin? (For example, a wasp's nest.) 100-5(3)				2, 3
57.	If there are children on the playground, are they being actively supervised to minimize the risk of injury to children? (Observe.) 100-11(2)				1
58.	Are entrances, exits, steps and outside walkways maintained in a safe condition, and free of ice, snow, and other hazards? (Observe, and ask about what happens in bad weather.) 100-5(5)				1, 2
59.	If the outdoor play area safely accessible to children? 100-6(1)				
60.	Is the outdoor play area enclosed within a 4' fence or wall, or a solid natural barrier at least 4' high? 100-6(4)				1, 2
61.	Are there any gaps in the fence or barrier, or between the fence and the ground, greater than 5"? 100-6(5)				1
62.	Are there any openings greater than 3-1/2" x 6-1/4" but less than 9" diameter anywhere in the outdoor play area where children's feet cannot touch the ground? 100-6(6)				1
63.	Is the outdoor play area free of trash, animal excrement, harmful plants, objects, or substances, and standing water? (Observe.) 100-6(8)				1, 2, 3
64.	Does the outdoor play area have a shaded area to protect children from excessive sun and heat? (Observe.) 100-6(10)				2, 3
65.	Do children in the outdoor play area have an outdoor source of drinking water, such as a drinking fountain, individually labeled water bottles, or a pitcher of water and individual cups that are taken outside, whenever the outside temperature is 75 degrees or higher? (Ask if not observed.) 100-6(11)				1, 2
66.	Are there any trampolines in the outdoor play area? (Observe.) 100-6(12)				1
67.	Is the outdoor play area maintained to protect children's safety, including the following: No missing, broken, or worn out components? (Observe.) 100-6(14)				1, 2
68.	All hardware secure? (Observe.) 100-6(14)				1, 2
69.	No rusted metal? (Observe.) 100-6(14)				1, 2
70.	No wood that is rough or splintery? (Observe.) 100-6(14)				1, 2
71.	All equipment and equipment parts are stable? (Observe.) 100-6(14)				1, 2
72.	Cushioning material is free of animal excrement, excessive debris, etc? (Observe.) 100-6(14)				1, 2
<b>Wading &amp; Swimming Pools</b> (N/A for this section if no wading or swimming pools at center.)		<b>C</b>	<b>NC</b>	<b>N / A</b>	<b>Level</b>
73.	Are wading pools ever used? If yes: Is there always a caregiver at the pool supervising children whenever there is water in the pool? (Observe and ask.) 100-6(9)(a)				1
74.	Do diapered children always wear swim diapers or rubber pants while in the pool? (Observe and ask.) 100-6(9)(b)				2

GENERAL OUTDOOR INSPECTION ITEMS		C	NC	N / A	Level
75.	Is the pool emptied and sanitized after each use by a separate group of children? (Observe and ask.) 100-6(9)(c)				2
76.	Is there a swimming pool on the premises that is not emptied after each use? If yes: Is the pool enclosed within a fence or other solid barrier at least six feet high that is kept locked whenever the pool is not in use? (Observe and ask.) 100-6(7)(a)				1
77.	Does the pool appear to be maintained in a safe manner? (Observe.) 100-6(7)(b)				1
78.	If the pool is over 4 feet deep and is in use, is there a Red Cross or equivalent certified lifeguard on duty any time children have access to the pool? (Observe and ask.) 100-6(7)(d)				1
<b>Transportation &amp; Vehicles</b> (N/A for this section if the center does not transport children.)		C	NC	N / A	Level
79.	If the center transports children, does every vehicle used for transporting children meet the following: Is the vehicle enclosed? (Observe.) 100-21(1)(a)				2
80.	Is the vehicle equipped with individual, size appropriate safety restraints, properly installed and in working order, for each child being transported? (Observe.) 100-21(1)(b)				1
81.	Does the vehicle have a current vehicle registration and safety inspection (as indicated by a current registration sticker on the license plate)? 100-21(1)(c)				3
82.	Is the vehicle maintained in a safe and clean condition? (Observe.) 100-21(1)(d)				1, 3
83.	Does the vehicle contain a first aid kit? (Observe.) 100-21(1)(f)				3
84.	Does the vehicle contain a body fluid clean up kit? (Observe.) 100-21(1)(g)				3
OWNER / DIRECTOR INTERVIEW QUESTIONS		C	NC	N / A	Level
<b>Personnel &amp; Staffing</b>					
85.	Is the center director at least 21 years of age? 100-7(1)				2
86.	Are all director designees at least 21 years of age? 100-8(6)				2, 3
87.	How do you ensure that caregivers under the age of 18 are never left unsupervised with children? 100-7(4)				2
88.	Are all assistant caregivers at least 16 years of age, and do they always work under the immediate supervision of a caregiver who is at least 18 years of age? 100-7(3)				2
89.	Are there always at least two caregivers with the children whenever there are more than 8 children or more than 2 infants present at the center? 100-11(3)				2
90.	Do any of your cooks ever change diapers or assist in toileting children? 100-16(18)				3
91.	Are you aware of any staff at the center having been arrested, charged, or convicted of a felony or misdemeanor? 6-6(7)				1
<b>Staff Supervision</b>		C	NC	N / A	Level
92.	How do you train and supervise staff to ensure that children are not subjected to emotional, physical, or sexual abuse while in care? 100-8(11)(b)(iii)				1, 2, 3
93.	What do you train staff to do if they suspect a child has been abused or neglected? 100-8(11)(b)(i)				2
94.	What are staff trained to do when children misbehave? 100-8(11)(b)(i)				2
95.	What do you do to ensure staff comply with this training when children misbehave? 100-8(11)(b)(i)				1, 2, 3
<b>Safety &amp; Sanitation</b>		C	NC	N / A	Level
95.	Who cleans and sanitizes all washable toys and materials, including stuffed animals, cloth dolls, and dress-up clothes, in each classroom? If someone other than individual classroom caregivers does this, are they cleaned and sanitized weekly, and more often if needed? 100-16(8)				3
96.	Are personal hygiene items such as toothbrushes, or combs and hair accessories that are not sanitized between each use shared by children or used by staff on more than one child? 100-16(7)				3

<b>OWNER / DIRECTOR INTERVIEW QUESTIONS</b>	<b>C</b>	<b>NC</b>	<b>N / A</b>	<b>Level</b>
98. What do you do when children's clothing becomes wet or soiled with bodily fluids (vomit, urine, feces, blood etc.)? (Clothing cannot be rinsed or washed at the center, and must be placed in leakproof container labeled with the child's name, and given to the parent.) 100-16(16)				
99. Are there any trampolines inside the center? 100-12(11)				1
<b>Administration</b>	<b>C</b>	<b>NC</b>	<b>N / A</b>	<b>Level</b>
100. How do you ensure that either the center director or a designee with written authority to act on behalf of the center director is present whenever the center is open for care? 100-8(5)				1, 2, 3
101. What hours is the center director on-site at the facility? 100-8(7)				1, 2, 3
102. Does the center director also have caregiving duties? If yes, for how many hours per week, in addition to the time s/he spends managing the center? 100-8(8)				3
103. During the past year, has there been a child fatality, hospitalization, emergency medical response, or injury to a child that required attention from a health care provider? (If yes, the Department should have been notified within 24 hours, and a written report sent to the Department within 5 days.) 100-8(10)				3
104. Do you keep the following records on-site for at least six weeks: Medication permission and administration forms. 100-9(1)(h)(v)				3
105. Incident, accident, and injury reports. 100-9(1)(h)(vi)				3
106. Diapering records. 100-9(1)(h)(vii)				3
107. Infant eating and sleeping records. 100-9(1)(h)(vii)				3
<b>Animals</b> (N/A for this section if the center does not have animals.)	<b>C</b>	<b>NC</b>	<b>N / A</b>	<b>Level</b>
108. Are there any animals at the center? If yes, are all animals at the facility clean and free of obvious disease or health problems that could adversely affect children? (Observe.) 100-22(2)				1, 3
109. Have any of the animals at the center ever bitten anyone, or displayed any other dangerous or aggressive behavior? 100-22(4)				1
110. Who cleans the animals and their cages, pens, and equipment? (Children may not do this.) 100-22(5)				3
111. Are animals ever allowed in food preparation or eating areas? (Observe and ask.) 100-22(6)				2
112. Are children ever allowed to handle reptiles or amphibians? 100-22(7)				2
<b>Transportation &amp; Off-Site Activities</b> (N/A if the center does not transport or take children off-site.)	<b>C</b>	<b>NC</b>	<b>N / A</b>	<b>Level</b>
113. What identifying information do children carry with them during off-site activities? (Name and phone number of center, but no children's names on identifiers.) 100-20(5)(e)				3